

TRADING PARTNER TESTING VERIFICATION FORM COMPLETION INSTRUCTIONS EDI USER REGISTRATION

In addition to completing a trading partner profile form and obtaining a trading partner identification number, the DHCF requires trading partners to establish at least one secure login identity and corresponding password for an authorized to exchange electronic transactions. Trading partners are not limited on the number of login identities that can be obtained. Following are the instructions for EDI user registration.

Step 1 – Login to the EDI web site at www.wisconsinedi.org.

Step 2 - Click Register to use site

The screenshot shows a web browser window titled "Login to WebEDI - Microsoft Internet Explorer". The address bar is empty. The page features a blue header with navigation links: "wisconsin.gov home", "state agencies", and "subject directory". Below this is a black navigation bar with links: "Programs & Services", "Partners & Providers", "Licensing", "Reference Center", and "Search". The main content area has a red sidebar on the left with a "DHFS" logo. The main content area is white and contains the "Wisconsin Medicaid EDI Login and Registration" section. It includes a login form with fields for "User Name:" and "Password:", a "Forgot Your Password?" link, and "Submit" and "Reset" buttons. A "Register to use site" link is also present. At the bottom, there is a footer with links: "Back to top", "About", "Contact", "Disclaimer", "Privacy Notice", and "Feedback", followed by the text "Wisconsin Department of Health and Family Services".

Login to WebEDI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Go

wisconsin.gov home state agencies subject directory

Department of Health & Family Services Programs & Services Partners & Providers Licensing Reference Center Search

Wisconsin Medicaid
Home | Search | What's New!

EDI
Login and Registration

Enter Your Login and Password (click [Register](#) if you are a new user)

The Division of Health Care Financing EDI secure Web site is intended for EDI trading partners exchanging health care transactions. Prior to registering as a user you must have an EDI-assigned trading partner ID. Please click on the following link for more information on how to obtain a trading partner ID:

[Obtaining a Trading Partner ID](#)

User Name:

Password:

[Forgot Your Password?](#)

[Register to use site](#)

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Wisconsin Department of Health and Family Services

Step 3 - Enter required fields and click Update.

User Name must contain at least 8 characters.

Password must contain at least 8 characters, including one numeric digit.

Wisconsin Medicaid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address

wisconsin.gov home state agencies subject directory

Department of Health & Family Services Topics A-Z | Programs & Services | Partners & Providers | Reference Center | Search

Wisconsin Medicaid
Home | Search | What's New!

New User Registration

First Name	<input type="text"/>	User name must have at least eight characters and MAY contain letters and numbers. The user name is NOT case sensitive.
Last Name	<input type="text"/>	
E-mail	<input type="text"/>	User Name <input type="text"/>
Address 1	<input type="text"/>	Password must have at least eight characters and MUST contain at least one alphabetic and one numeric character. Passwords are case sensitive.
Address 2	<input type="text"/>	Password <input type="text"/>
City	<input type="text"/>	Password Confirmation <input type="text"/>
State	WI - WISCONSIN	NOTE: Fields in blue are required.
Zip Code	<input type="text"/>	
Plus 4	<input type="text"/>	
Telephone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/>	
Ext	<input type="text"/>	
Fax Number	(<input type="text"/>) <input type="text"/> - <input type="text"/>	

Select a personal password reminder question that will be asked to confirm your identity if you forget your password. The question response is NOT case sensitive.

What is your mother's maiden name?

Question Response

Register Reset

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Wisconsin Department of Health and Family Services

Local intranet

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ATTACHMENT II
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Step 4 – Enter your assigned Trading Partner ID and click Register. If you have yet to obtain one, please visit <http://dhfs.wisconsin.gov/medicaid9/edi/edi.htm> and download and complete the Trading Partner Profile.

The screenshot shows a Microsoft Internet Explorer browser window titled "Register new user - Microsoft Internet Explorer". The address bar is empty. The page features a blue header with navigation links: "wisconsin.gov home", "state agencies", and "subject directory". Below this is a black bar with "Department of Health & Family Services" on the left and "Programs & Services", "Partners & Providers", "Licensing", "Reference Center", and "Search" on the right. The main content area has a red sidebar on the left with a "DHFS" logo. The central part of the page displays the "Wisconsin Medicaid" logo, followed by "EDI" and "Register to Use Web EDI". Below this, it says "Please enter your trading partner to register to use the Web EDI application". There is a text input field labeled "Trading Partner ID:" and a "Register" button. At the bottom, there is a red horizontal line followed by a list of links: "Back to top", "About", "Contact", "Disclaimer", "Privacy Notice", and "Feedback". The footer text reads "Wisconsin Department of Health and Family Services". The Windows taskbar at the bottom shows the "Internet" icon.

Register new user - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address

wisconsin.gov home state agencies subject directory

Department of Health & Family Services Programs & Services Partners & Providers Licensing Reference Center Search

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EDI
Register to Use Web EDI

Please enter your trading partner to register to use the Web EDI application

Trading Partner ID:

Register

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Wisconsin Department of Health and Family Services

Internet

Trading partners will receive the following screen after a successful registration. Users may modify their profile by clicking on the profile tab.

Please refer to Attachment III of the Trading Partner Verification Completion Instructions for information on exchanging electronic transactions.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Wisconsin Medicaid EDI WebEDI Application Home Page. The browser's address bar is empty, and the menu bar includes File, Edit, View, Favorites, Tools, and Help. The page features a blue header with navigation links: wisconsin.gov home, state agencies, and subject directory. Below this is a black bar with the Department of Health & Family Services logo and a search bar. The main content area has a red sidebar on the left with a DHS logo. The header includes the Wisconsin Medicaid logo and the text 'Home | Search | What's New!'. A navigation bar at the top right contains links: Home, Profile, Upload, Download, Upload Test Files, Download Test Files, and Logoff. The main heading is 'Home Page for the WebEDI Application'. Below this, it states 'You are logged in as: Your UserName' and 'You are associated with trading partner: #####'. A section titled 'Available Options:' lists several links and their functions: Home (Return to WebEDI home page), Profile (Manage user profile), Upload (Allows users to upload X12 837 transaction files), Download (Allows users to download X12 835, 997, and TA1 transaction files), Upload Test Files (Allows users to upload test X12 837 transaction files), Download Test Files (Allows users to download test X12 835, 997, and TA1 transaction files), and Logoff (Logs you off of the system). At the bottom, there is a footer with links: Back to top, About, Contact, Disclaimer, Privacy Notice, and Feedback, followed by the text 'Wisconsin Department of Health and Family Services'.

Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address

wisconsin.gov home state agencies subject directory

Department of Health & Family Services

Programs & Services Partners & Providers Licensing Reference Center Search

Wisconsin Medicaid
Home | Search | What's New!

EDI

Home Profile Upload Download Upload Test Files Download Test Files Logoff

Home Page for the WebEDI Application

You are logged in as: **Your UserName**
You are associated with trading partner: #####

Available Options:

Home	Return to WebEDI home page.
Profile	Manage user profile.
Upload	Allows users to upload X12 837 transaction files
Download	Allows users to download X12 835, 997, and TA1 transaction files
Upload Test Files	Allows users to upload test X12 837 transaction files
Download Test Files	Allows users to download test X12 835, 997, and TA1 transaction files.
Logoff	Logs you off of the system.

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